

Proration and Proration Override

Policy

USDA Federal Regulations (iv) Each local agency using a retail purchase system shall issue a food instrument(s) and if applicable cash-value voucher(s) to the participant at the same time as notification of certification. Such food instrument(s) and cash-value vouchers shall provide benefits for the current month or the remaining portion thereof and shall be redeemable immediately upon receipt by the participant.

WIC Policy Memo: This provision gives the State agency the discretion to provide participants with either a full or a prorated initial-month's food benefits. Consequently, the State agency is prohibited from providing participants with an initial-month's food benefits that include any portion of the previous calendar month.

WIC Food Package Policy and Guidance: The following foods may not be prorated:

1. Single item foods such as bread or other whole grain options in Food Packages V-VII (the exception to the single food item is eggs because of their availability in ½ dozen cartons). Because the maximum allowance of whole wheat/grain breads or other whole grain options in Food Package IV for children is 2 pounds, agencies may prorate to 1 pound for this food package.
2. Peanut butter or beans (dry or canned). Because both Food Package V (pregnant and partially breastfeeding women) and Food Package VII (fully breastfeeding women and other authorized participants) provide 1 pound of beans and 18 ounces of peanut butter, agencies may prorate these items by offering the participant the opportunity to choose either the beans or the peanut butter. The food instrument could read "18 ounces of peanut butter or 1 pound of beans."
3. Cash-value vouchers. The full monthly value of the cash-value voucher must be provided and may not be prorated.

Authority

7 CFR 246.7(f)(2)(iv)

WIC Policy Memo 2007-1

WIC Food Package Policy and Guidance. Food Nutrition Services. March ed.; 2018:9-9.

Procedures

Participants will receive benefits on a calendar month which means benefits will be valid starting the first day of the month and will expire the last day of the month.

Depending on when a participant comes in to receive benefits, they may receive three months of a full package or they may receive a prorated food package for the first month and then a full

food package for the subsequent two months. Proration may occur when participants:

- receive benefits for the first time or
- have missed or are late picking up their benefits.

A prorated food package would consist of either a 2/3 or 1/3 food package. The following chart shows when a participant will receive a full, 2/3, or 1/3 package depending on when they are coming in during the month. These are predetermined in the WIC data system and the data system will automatically prorate the food package appropriately.

Days in a Month	Days to Issue a Full Package	Days to Issue a 2/3 Package	Days to Issue a 1/3 Package
28 Days - February	1,2,3,4,5,6,7,8	9,10,11,12,13,14,15,16,17,18	19,20,21,22,23,24,25,26,27,28
29 Days - February	1,2,3,4,5,6,7,8 9	10,11,12,13,14,15,16,17,18 19	20,21,22,23,24,25,26,27,28 29
30 Days – April, June, Sept., Nov.	1,2,3,4,5,6,7,8,9, 10	11,12,13,14,15,16,17,18,19, 20	21,22,23,24,25,26,27,28,29, 30
31 Days – Jan., March, May, July, August, Oct., Dec.	1,2,3,4,5,6,7,8,9, 10, 11	12,13,14,15,16,17,18, 19,20,21	22,23,24,25,26,27,28,29,30, 31

The goal is for participants to eventually receive 3 months of a full food package instead of always having one month of a prorated food package. In order to do this, schedule participants who received a prorated food package in two months instead of three.

Food benefit proration can be overridden through adjustment made in the EU Balance-to-issue box. However, doing so is only allowed in limited circumstances. Proration can be overridden in the following circumstances:

- **Special Nutritional Needs:** Some participants have very special nutritional needs. Overriding proration may be applicable for some of these situations, but doing so for nutritional reasons requires approval from a State Nutrition Consultant.
- **Clinic Errors:** If a clinic error occurred when issuing benefits and benefits must be issued (or reissued) at a later date which would cause the food package to be prorated.
- **Clinic Schedule Changes:** A participant is late picking up benefits due to a change in clinic schedule or extreme weather conditions.
- **Participant illness:** The participant is late picking up benefits due to a participant illness. The participant must have contacted the clinic to reschedule their appointment

and not be a “No Show” in order to do so.

- Provisional Certifications: Proration may be overridden in these cases to ensure the participant has adequate benefits prior to returning to fulfill proof within 30 days.

Example: A participant comes in at the end of the month and is provisionally certified.

The 1/3 food package can be overridden to allow the participant to get a full package of benefits until they bring in the required proofs. When the participant brings in the required proofs the following month however, the food package may need to be prorated, depending on what time of the month they come in to fulfill their proof.

In cases where a participant has received food benefits for the current month and requires a change later in the month, (i.e. formula change) when a different proration level is in effect, that participant is allowed to receive the food benefit amounts they originally received and is not subject to proration.

Best Practices

A good time to remind participants that food benefits are for their use only and can not be sold is when proration is overridden for one of the allowed reasons.